

**MINUTES OF THE ANNVILLE TOWNSHIP  
BOARD OF COMMISSIONERS  
March 2, 2015**

The March Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:30 PM on March 2, 2015 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Rex A. Moore, President; James W. Scott, Vice President; Thomas R. Embich, Treasurer; and Henri B. Lively. Also in attendance were Nicholas T. Yingst, Township Administrator and Board Secretary; Bernard Dugan, Chief of Police; Timothy D. Sheffey, Township Solicitor; Corey Lamoureux, office of the Township Solicitor; Brad Rhen, *The Lebanon Daily News*; Rich Raiders, East Main Street; Larry and Millie Kish, Maple Street; and one lady who did not sign in prior to the meeting or identify herself during the meeting.

President Moore called the meeting to order and led those present in the Pledge of Allegiance to the flag of the United States of America.

**RECOGNITION OF VISITORS AND OPPORTUNITY FOR PUBLIC COMMENT:**

President Moore provided an opportunity for public comment and no comments were noted from those in attendance. Mr. Embich asked if the Board should consider providing an opportunity for public comment at the end of the meeting either in addition to or in place of public comment at the beginning of the meeting. He also noted that it was the prerogative of the chairperson to decide when public comment would be heard and the length of such comments. President Moore indicated that the Board has traditionally welcomed comments throughout the course of the meeting. Millie Kish noted that she felt comfortable commenting to the Board at any point during the meeting.

**APPROVAL OF MINUTES:** MOTION by Mr. Lively, second by Mr. Scott to approve the minutes of the Regular Meeting held February 2, 2015 as presented. Motion carried unanimously.

**REPORTS OF STANDING COMMITTEES:**

**Public Works:** The Public Works Report for February 2015 was reviewed, a copy of which is attached hereto and made a part of these minutes. The following items were then discussed in detail:

**Wastewater Treatment Plant (WWTP) Insurance Revaluation Proposal:** At the recommendation of the Township Authority, MOTION by Mr. Embich, second by Mr. Lively to authorize Gannett Fleming to prepare a revaluation of the property and equipment of the WWTP for insurance purposes at a cost not to exceed \$5,800. Motion carried unanimously.

**Repairs to Stage:** MOTION by Mr. Scott, second by Mr. Lively to authorize the Public Works Department to make structural repairs to the stage used for various community events at an estimated cost of \$400. Motion carried unanimously.

**Request for Part-Time Hire:** Administrator Yingst reported that Public Works Director Les Powell requested a part-time employee be hired to undertake some of the duties previously performed by a full-time employee who resigned in December 2014. Administrator Yingst noted there were sufficient funds in the budget for such a hire and that Mr. Powell recommended

## **ANNVILLE TOWNSHIP PUBLIC WORKS DEPT.**

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### **WORK DONE FOR FEBRUARY 2015**

- (1)    **BOLLARD REPAIRS**      We have 3 poles that have not been repaired due to the boards frozen fast in the sidewalks. As soon as it warms up they will be repaired.
- (2)    **POTHOLES**                      No repairs this month.
- (3)    **STORM DRAIN**                      We spent around 3 hrs. cleaning drains on Main St. for snow melt.
- (4)    **SNOW**                                  We salted 5 times, used 30 ton of salt. Plowed 3 times this month, we also have been salting for Cleona Boro.
- (5)    **WINTERFEST**                      We spent around 3 hrs. in the park making sure the pond was cleared of snow for this event. It seemed like it went very well.
- (6)    **SWEEPER**                              We are going over sweeper. As soon as weather breaks we will be out cleaning streets.
- (7)    **STAGE**                                  The stage that we got from the College is going to need new wood put on, it should run around \$400 for the wood. This stage gets used for the Parade and HOAD.
- (8)    **FOUNTAIN**                              We are going to have to paint the D/T fountain this year. I will have prices for next month's meeting.

Joseph R. Viozzi be hired for this position. **MOTION** by Mr. Embich, second by Mr. Lively to authorize the hiring of Joseph R. Viozzi as a part-time employee in the Public Works Department at a rate of \$10.00 per hour. Motion carried unanimously.

**Public Safety:** The Police Statistical Report for February 2015 was reviewed, a copy of which is attached hereto and made a part of these minutes.

**Property:** Administrator Yingst noted that he communicated with Commissioner Allen R. Yingst and Mr. Yingst indicated there was nothing to report this month pertaining to property.

**Parks & Recreation and Hazard Mitigation Grant Program (HMGP) Project:** Mr. Scott reviewed the Parks & Recreation and HMGP Report for February 2015, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed in detail:

**Pumpkin Walk at Quittie Creek Nature Park:** **MOTION** by Mr. Scott, second by Mr. Embich to authorize the Pumpkin Walk to be held at Quittie Creek Nature Park on Friday, October 30, 2015. Motion carried unanimously.

**HMGP Project:** Solicitor Sheffey reported that proof of adequate automobile insurance coverage has been received from Umbriac Trucking, which is the firm to which Penn Earthworks has indicated it will subcontract the remainder of the demolition work. He noted that, upon receipt of proof of adequate general liability insurance from Umbriac Trucking and a walkthrough of the site at 315 South Lancaster Street by its employees with the Township Engineer, the demolition project may proceed.

**Finance:** Mr. Embich reviewed the Financial Report for February, highlighting the total income and expenses for the second month of 2015. A copy of the report is attached hereto and made a part of these minutes. He noted that, as property tax bills are mailed beginning in March, the revenue numbers through April will provide a much better measure of the Township's projected revenues when compared to the budget. Mr. Embich also noted that actual-to-budgeted expenditures are below what would be expected through two months. Administrator Yingst informed the Board that the onsite portion of the 2014 financial audit has been completed and he anticipates receiving the audit and financial reports in time for the April Regular Monthly Meeting.

**Permits:** The Permits Report for February 2015 was reviewed, a copy of which is attached hereto and made a part of these minutes. Mr. Embich raised questions about the level of cooperation from Pennsylvania American Water Company concerning the payment of street cut permit fees and suggested that a letter be sent to someone in upper management to make them aware of this concern. **MOTION** by Mr. Embich, second by Mr. Scott to instruct the Township Administrator to submit a letter to the appropriate management official at Pennsylvania American Water Company advising of the Township's street cut permit procedures and asking that this information be properly disseminated to their employees. Motion carried unanimously.

**Monthly Statistics From: 1/30/2015 To: 2/26/2015**

<b>Total Part I Crimes:</b>	<b>5</b>
<b>Murder:</b>	<b>0</b>
<b>Rapes:</b>	<b>0</b>
<b>Robbery:</b>	<b>0</b>
<b>Assault:</b>	<b>0</b>
<b>Burglary:</b>	<b>2</b>
<b>Larceny:</b>	<b>3</b>
<b>Motor Vehicle Theft:</b>	<b>0</b>
<b>Arson:</b>	<b>0</b>

<b>Total Part II Crimes:</b>	<b>18</b>
<b>Forgery:</b>	<b>0</b>
<b>Fraud:</b>	<b>0</b>
<b>Embezzlement:</b>	<b>0</b>
<b>Stolen Property:</b>	<b>0</b>
<b>Vandalism:</b>	<b>4</b>
<b>Weapons:</b>	<b>0</b>
<b>Prostitution:</b>	<b>0</b>
<b>Sex Offenses:</b>	<b>0</b>
<b>Drugs:</b>	<b>3</b>
<b>Gambling:</b>	<b>0</b>
<b>Family Offenses:</b>	<b>0</b>
<b>DUI:</b>	<b>2</b>
<b>Liquor:</b>	<b>0</b>
<b>Drunkenenss:</b>	<b>0</b>
<b>Disorderly:</b>	<b>1</b>
<b>Vagrancy:</b>	<b>0</b>
<b>All Other:</b>	<b>6</b>

<b>Total Calls for Service:</b>	<b>254</b>
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<b>Total Cases:</b>	<b>36</b>
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<b>Total Arrestees:</b>	<b>6</b>
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<b>Total Suspects:</b>	<b>5</b>
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<b>Total Victims:</b>	<b>24</b>
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<b>DUI Arrests:</b>	<b>1</b>
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<b>Traffic Citations:</b>	<b>37</b>
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<b>Non Traffic Citations:</b>	<b>3</b>
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<b>Total Warnings:</b>	<b>7</b>
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***This report summarizes all crime in the period selected and should not be mistaken for a UCR submission***

ANNVILLE TOWNSHIP POLICE DEPARTMENT  
MONTHLY REPORT SUPPLEMENT  
February 2015

Fines received from parking tickets ----- \$670.00

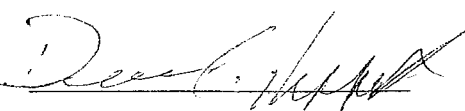
Miles on police cars;

2003 Ford -----	00
2012 Dodge -----	1366
2012 Explorer -----	821
TOTAL -----	2187

Fines received from District Court:

<u>Month of:</u>	<u>Monthly Total, All Citations</u>	<u>Year-to-date</u>
DEC, 2014	\$2362.39	\$2362.39
JAN, 2015	1744.84	4107.23
FEB, 2015		
MAR, 2015		
APR, 2015		
MAY, 2015		
JUN, 2015		
JUL, 2015		
AUG, 2015		
SEP, 2015		
OCT, 2015		
NOV, 2015		
DEC, 2015		

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**ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS****STANDING COMMITTEE: PARKS AND RECREATION / HMGP (J. Scott)**

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March 2, 2015

**QUITTIE CREEK NATURE PARK****Stream Bank Restoration Project**

Phase I of the Quittapahilla Watershead-sponsored bank stabilization project is now complete. The goal of the project was to remove debris, overhanging trees and silt, grade existing high banks and install boulders to prevent erosion and create riffles where none exist. The work began just east of the pedestrian bridge at the foot of Bachman Avenue and extended downstream to the (unofficial) trailhead at the east end of East High Street. The contractor plans to return after trout season to proceed with Phase II which will extend the project from its current point downstream to the South White Oak Street bridge over 943. Plans for this work are available for review in the Township Office.

**Pumpkin Walk**

Friends of Old Annaville in conjunction with Lebanon Valley College student organizations would like to schedule this event for the coming fall.

**MOTION:** that the Board of Commissioners authorize the Pumpkin Walk to be held in Quittie Creek Nature Park on October 30, 2015.

**HMGP PROPERTIES**

- The asbestos abatement subcontractor, Sargent, has completed its work on 315 South Lancaster Street.
- Actual demolition of the property and restoration of the site has not begun. The contractor, Penn Earthworks, has not supplied the Township with proof of various insurance policies that need to be in force before work can begin. The Township Office and Township Engineers and the Township solicitor have been in regular, sometimes daily, contact with Penn Earthworks and their ACSTAR, their bonding agency, urging them to arrange for the coverage and proceed with the work. Penn Earthworks has responded and a final resolution now does appear imminent. There is to be a walk-through of the structure with the Township Engineer before demolition begins.
- A request by the Township to FEMA/PEMA to preserve a section of sidewalk on the northern boundary of the property were denied.
- A similar request to keep the wellhead on the South Spruce Street property as an accessible source of water was granted. (It should be noted that the Township Office engaged in numerous exchanges with various PEMA/FEMA officials and fulfilled repeated requests for additional documentation relating to these requests.)

## Permits Report

Month of February 2015

Plumbing Permits issued	<u>2</u>	<u>\$ 50.00</u>
Plumbing Licenses issued	<u>1</u>	<u>\$ 25.00</u>
Excavator Licenses issued	<u>1</u>	<u>\$ 25.00</u>
Total Tapping Fees Collected		<u>\$3, 100.00</u>

### Tapping Fees

Landmark Builders	Lot #15 – Liberty Station	\$3,100.00
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### Building Permits

#2-15	750 E. Main St.	SPECON, Inc.	erect/replace a sign
		C/O Amerada Hess Corp.	
#3-15	144 Station Corner Dr.	Narrows Glen, Inc.	erect new structure
	-Lot #15		

### Curb/Sidewalk Permits

### Street-Cut Permits

#15-01	211 S. Cherry St. & Beaver St. (5 cuts)	UGI Utilities, Inc.
#15-02	139 E. Locust St.	UGI Utilities, Inc.

### Burn Permit

**Annville Activities:** Mr. Scott reviewed the Annville Activities Report for February 2015, a copy of which is attached hereto and made a part of these minutes. The following items were then discussed in detail:

**Over-Street Banners:** **MOTION** by Mr. Scott, second by Mr. Embich to direct the Township Administrator together with the Public Works Director to explore the feasibility and costs involved in installing suitable standards for the display of over-street banners at appropriate locations on East and West Main Street. Motion carried unanimously.

**Memorial Day Parade:** The Board noted that in past years a Commissioner has typically rode or walked in the Memorial Day Parade. After a brief discussion in which the date of the parade was clarified, Mr. Embich volunteered to represent the Board of Commissioners in the parade for the second consecutive year.

**MOTION** by Mr. Scott, second by Mr. Lively to approve the reports of the Standing Committees as presented. Motion carried unanimously.

#### **REPORTS OF SPECIAL COMMITTEES:**

**Executive Session:** Administrator Yingst reported that no Executive Sessions had been held since the February Regular Meeting. He also requested that an Executive Session be held following the adjournment of the March Regular Meeting to discuss potential litigation.

**Planning Commission:** Administrator Yingst reported that the Planning Commission did not meet in February although he noted that it will be meeting on March 16 at 7:30 PM to review the land development plan submitted by Annville PH, LP for the Lebanon Valley Advanced Care Center.

**Economic Development:** Administrator Yingst reported that the next quarterly meeting of the Economic Development Authority (EDA) is scheduled for March 24, 2015.

**Historic Architectural Review Board (HARB):** Administrator Yingst noted that the HARB did not meet in February.

**Wage & Salary:** Administrator Yingst reported that the Wage & Salary Committee has tentatively scheduled a meeting on March 24 following the Township Authority meeting to review annual employee performance reviews.

**Information Technology:** Mr. Scott reviewed the Information Technology (IT) Report for February 2015, a copy of which is attached hereto and made a part of these minutes. The following item was then discussed in detail:

**IT Support Services Contract:** Mr. Scott presented a proposal from the Township's current IT support services provider, Virtual October, for an additional three year contract increasing the monthly rate from \$835 per month to \$943 per month, effective August 1, 2015. Mr. Embich inquired if quotes had been sought from other IT service providers. Mr. Scott indicated that due



**ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS  
STANDING COMMITTEE: ANNVILLE ACTIVITIES (J. Scott)**

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March 2, 2015

**Winterfest**

The original date chosen for this event, February 15, was forecast to have record worthy cold and sub-zero wind chills. At a meeting held February 12, Destination Annaville wisely chose to postpone for another week. That Sunday, February 22, proved to be the one warm day (40 degrees) in an otherwise frigid month! Destination Annaville volunteers set up for the event on Saturday, cutting wood in the falling snow and rolling large logs around the pond to serve as benches. Early Sunday morning, Public Works plowed the newly fallen snow off the ice. By 1:00 PM a crowd had begun to gather and enjoy the ice, fresh snow, tube slide, hot food and drinks. The firepits crackled merrily, but were largely ignored in the "heat wave". The event was well attended—many young families with children. The Lebanon Daily News featured pictures from the event on the front page and the Destination Annaville Facebook page displays a number of additional photographs.

Destination Annaville is now looking toward Easter as the focus for their next activity.

**Memorial Day Parade, Saturday, May 23.**

The parade committee held its first meeting on Tuesday, February 24.

The committee was glad to know that the Police Department has already applied for a permit to close 422. Coordination with the Fire District should ensure that the flag arch will again stand at the beginning of the route. Lebanon Valley College has again agreed to provide venues for the luncheon following the parade and the dinner for officers and dignitaries the night before. Initiatives are underway to invite a Medal of Honor awardee to serve as Grand Marshall. Since this is the 25<sup>th</sup> Annaville Parade, there will be no particular theme: the parade will be in honor of all who have died in service to the nation.

The members restated their interest in being able to announce the event using banners over Main Street—particularly as this is the 25<sup>th</sup> anniversary of the event. They understand the difficulties involved in making that happen but hoped that the Board would consider some action in this matter.

**MOTION: The Board of Commisisoners directs the Township administrator together with the Director of Public Works to explore the feasibility and costs involved in installing suitable standards for the display of over-street banners at appropriate locations on East and West Main Street.**

**Historic Old Annaville Day, Saturday, June 13.**

Friends of Old Annaville held the first planning meeting for Historic Old Annaville Day on Thursday, February 12. As this meeting took place at the same time as the Destination Annaville meeting to decide the fate of Winterfest, Commissioner Scott elected not to attend. This report is therefore based on the minutes of that meeting as provided by FOOA President Mike Schroeder.

- Booth rentals will remain the same this year as last: \$30 for for-profit groups and \$10 for non-profit groups. The committee will consider an increase for next year's event.
- The budget for musical entertainment remains the same (\$1,650); various groups will receive invitations to participate.
- The raffle will gain significance as a fund-raiser: more tickets at slightly higher cost (\$15 increase to \$20).
- The advertising budget will increase slightly (\$700-750). In addition to ads in local print media, the committee plans to use banners on existing signs and buildings and ask for use of the Allen's marquee.
- The committee will arrange with Flagger Force to provide traffic control this year; no need for involvement by the Fire Police.
- The committee would like to close Main Street again and urged timely application for the necessary permit. (Note: The Police Department has done so.)
- The committee will contact Public Works (Les Powell) regarding set-up, Porta-potties and trash removal/clean-up.
- The committee asks Public Works to be sure that the main stage area will have power.
- The committee will ask the Police Department whether individuals needing to provide community service will be available to assist.
- The need to repaint the booth numbers is left for later determination.
- Pennsy Supply will again host bus tours of the Millard Quarry. The committee will contact Public Works and Gene Martin to arrange for the gate at the west end of Sheridan Avenue to be open.
- The next meeting is Tuesday, April 7.

#### **4<sup>th</sup> of July Concert on the Quad**

Lebanon Valley College is soliciting funds to be able to sponsor this event.

#### **National Night Out Against Crime, Tuesday, August 4.**

Linda Bechtel of the Police Department has begun to organize the event.

March 2, 2015

**CONTENT MANAGEMENT SYSTEM UPGRADE**

**Joomla Bird** generously agreed to keep our period of complementary support open until the end of February. They have received a final list of questions based on Township staff members' experience with the upgrade. Chief Dugan has remarked that the upgrade has made it much easier to manage the site from a mobile device.

**IT SUPPORT CONSULTANT**

A performance review by Chief Dugan and Administrator Yingst of the services provided by the Township's current IT support consultant, Virtual October, has concluded that this organization has provided excellent service (no system down-time) at competitive rates. The contract is now up for renewal. The proposed new contract would be for three years and includes replacement of the server equipment for the Police Department. The monthly rate is proposed to be \$943/month from the current \$835/month. The new term would begin August 1, 2015.

**MOTION: The Board of Commissioners authorizes the Township to sign the contract proposed by Virtual October to continue to provide IT support for an additional three (3) years.**

to the lack of network downtime the Township thought the service provided and the existing relationship with Virtual October merited the contract. Mr. Embich asked if this represented a flat fee and Mr. Scott noted that it did. **MOTION** by Mr. Scott, second by Mr. Lively to approve the three year contract with Virtual October for IT support services as presented and to authorize its execution by the appropriate Township officials. Motion carried unanimously.

**Spruce Street Bridge:** Mr. Embich reviewed the Spruce Street Bridge Report for February 2015, a copy of which is attached hereto and made a part of these minutes.

**Stormwater Management:** Mr. Embich reviewed the Stormwater Management Report for February 2015, a copy of which is attached hereto and made a part of these minutes. Mr. Scott expressed his concerns about stagnant water at Quittie Creek Nature Park serving as a potential breeding ground for mosquitoes, and he and Mr. Embich discussed past actions taken to spray for West Nile Virus in the park.

**Zoning Ordinance Revision:** Mr. Scott reported that the Zoning Ordinance Revision Committee has decided to replace the previously proposed district labels of Neighborhood Residential, Town Neighborhood, and Residential Town with the traditional R-1, R-2, and R-3 designations and is currently working on the section addressing landscaping requirements. He also noted that the Committee has discussed allowing Accessory Dwelling Units, commonly known as “granny houses” or “ECHO housing”, in certain districts and has made further adjustments to the draft zoning map. Administrator Yingst indicated that this most recent version of the draft zoning map, along with the draft articles on definitions, districts, and district regulations and the draft section on signs, is available to be viewed on the Township website and he welcomed comments from the public on them.

**Fire Department:** Administrator Yingst noted that he communicated with Commissioner Allen R. Yingst and Mr. Yingst indicated there was nothing to report this month pertaining to the Fire Department.

**MOTION** by Mr. Scott, second by Mr. Embich to approve the reports of the Special Committees as presented. Motion carried unanimously.

**OLD BUSINESS:**

**Intermunicipal Agreement with Cleona Borough:** Mr. Lamoureux provided an update on the status of the proposed revised intermunicipal agreement that would add Cleona Borough to the existing agreement between Annville and South Annville Townships. He reported he anticipates Cleona Borough Council will adopt an ordinance authorizing this agreement within the next month and noted that South Annville Township has indicated they are in favor of the revised agreement. Mr. Lamoureux noted that, according to the terms of Ordinance No. 637, Annville Township may adopt a resolution authorizing this revised intermunicipal agreement and recommended it consider doing so at its next Regular Meeting that follows Cleona Borough’s adoption of an ordinance authorizing this agreement.

Thomas Embich

Agenda Items: VI - G & H

Date: February 26, 2015 report for March 02, 2015 Meeting

### **Item VI -G SPRUCE STREET BRIDGE**

1. Wilson Consulting Group, PC; Surveying of the bridge approach and for the bridge design has begun as of mid- February.
2. An article in the Lebanon Daily News indicated that the South Spruce Street Bridge is the highest priority bridge work for Lebanon County.

#### **ACTION ITEM:**

- NONE AT PRESENT

## **ITEM VI -H STORMWATER MANAGEMENT**

- 1. A notice to SSM, Kent Morey, from PA DEP indicated that our application needs a couple of changes, which Mr. Morey (our Township Engineer) is providing to Mr. John Hickman, PA DEP. In addition, Mr. Hickman commented that our current Stormwater Ordinance will require some minor changes. Mr. Hickman will provide suggested language to update the ordinance.**
- 2. Followup with the discharges to the Quittapahilla via our storm sewer discharge points is in the Public Works packet.**
- 3. Mr. Davis Schmidt, Area West Nile Virus Coordinator, contacted the Township regarding possible treatment of our “catch basins” in the storm sewer system to control mosquitos. He assured us that the product being used will not be harmful to trout or other aquatic life in the Quittapahilla Creek. Further notification will be forthcoming, if Mr. Schmidt thinks that treatment is required.**

**ACTION: Nothing official currently, unless we want to ratify the update work being done by SSM to our MS4 application.**

**North Weaber Street Railroad Crossing:** Administrator Yingst reported that the Pennsylvania Department of Transportation (PennDOT) has contacted Norfolk Southern to determine if it would be willing to incur the full amount of design costs for upgrading the Weaber Street crossing of the railroad tracks. He also reported that PennDOT requested a letter from the Township authorizing PennDOT to file a Public Utility Commission (PUC) application on the Township's behalf and a notice to proceed for design and construction for the upgrade since it would occur on a public street. Administrator Yingst noted that he worked with Solicitor Sheffey to create such a letter that would make it clear the Township would not be responsible for the costs associated with the upgrade and presented it to the Board for its review. **MOTION** by Mr. Scott, second by Mr. Embich to authorize the execution of the letter to PennDOT regarding the filing of a PUC application and issuance of a notice to proceed for design and construction for upgrading the Weaber Street crossing of the Norfolk Southern railroad tracks as presented. Motion carried unanimously.

**NEW BUSINESS:**

**Authorization of Loan Draw Request No. 40/Requisition No. 40 (Wastewater Treatment Plant Improvements Project):** At the recommendation of the Township Authority, **MOTION** by Mr. Lively, second by Mr. Embich to authorize Loan Draw Request No. 40 from the Sewer Construction Fund in the amount of \$2,215.78 and to approve Requisition No. 40 authorizing payment to Gannett Fleming for engineering services in the amount of \$2,215.78. Motion carried unanimously.

**Property Maintenance Violations:** The Board was informed of the following items related to the International Property Maintenance Code (IPMC):

**Property Maintenance Code Update Meeting:** Administrator Yingst reported that he and President Moore will be meeting with the Township's Property Maintenance Code Enforcement Officers on March 12, 2015 to review updates to the IPMC and how this may impact the Township. Mr. Scott inquired as to how revisions to the code subsequent to the Township's adoption of a previous version of the IPMC were to be incorporated going forward and Solicitor Sheffey indicated it would require the adoption of another ordinance to this effect by the Township.

**333 West Main Street:** Administrator Yingst reported that the property at 333 West Main Street, which is currently condemned due to IPMC violations, was purchased in February. As the property was previously owned by a bank as part of a foreclosure action, he noted that having an individual now own the property will likely result in a quicker path to IPMC compliance and that the new owner has indicated she desires to do so. Administrator Yingst shared an email from the new property owner with the Commissioners, noting that the new owner had also provided him with proof of the transfer of the property, and based upon this communication, **MOTION** by Mr. Scott, second by Mr. Lively to take the following actions regarding the IPMC violations pertaining to the property at 333 West Main Street: (1) to waive unresolved violation 107.6, Transfer of Ownership, (2) to transfer responsibility for the remaining unresolved violations of the IPMC, including but not limited to inspection fees, to Melanie Hansson effective the date of

the transfer of the property to her, and (3) to have the Township Administrator communicate these actions to Ms. Hansson. Motion carried unanimously.

**Changes to the Non-Uniformed Employee Handbook:** Administrator Yingst noted that the Board had previously approved changes to the whole life insurance policy and amount of vacation days that may be carried over for full-time non-uniformed employees. This change was effective for 2014 and had been reapproved by the Board for 2015, although no formal action had been taken to incorporate these changes into the non-uniformed employee handbook. Administrator Yingst presented language to the Commissioners for their consideration that would amend the non-uniformed employee handbook accordingly. **MOTION** by Mr. Embich, second by Mr. Scott to ratify the incorporation into the non-uniformed employee handbook the following amendments as presented, effective January 1, 2014: (1) changing the balance of unused vacation days from five to 15 that may be carried over at the non-uniformed employee's employment anniversary date and (2) elimination of whole life insurance for non-uniformed full-time employees. Mr. Embich inquired if the Township had any unionized non-uniformed employees and President Moore indicated it did not. With no further comments or questions noted, President Moore asked for a vote on the motion, which was then voted upon and carried unanimously.

**CORRESPONDENCE:** The Board was informed of the following items of correspondence received since its February Regular Meeting:

**First Aid and Safety Patrol Anniversary Banquet:** Administrator Yingst informed the Board that the Township has received an invitation from First Aid and Safety Patrol to attend its annual appreciation banquet to be held at the Hebron Banquet Hall on March 28 beginning at 6:00 PM.

**PSATC Annual Conference:** Administrator Yingst noted that registration information was received from the Pennsylvania State Association of Township Commissioners (PSATC) for their 90<sup>th</sup> annual conference to be held at the Inn at Pocono Manor from June 18 through 21, 2015.

**Tire Collection:** Administrator Yingst reported that correspondence was received indicating that the Lebanon County West Nile Virus Program will be holding its annual tire collection for residents of the county at the Lebanon Expo Center on April 14 from 8 AM to 6 PM. He also noted that the pre-registration form for this event is available for download from the Township website.

**Planning Commission Appointment:** Administrator Yingst reported that correspondence was received from three candidates indicating interest in the impending vacancy on the Planning Commission. He noted that the Township Office is still accepting letters of interest for this position and asks that they be submitted no later than March 6, after which point this information will be forwarded to the Commissioners for their consideration.

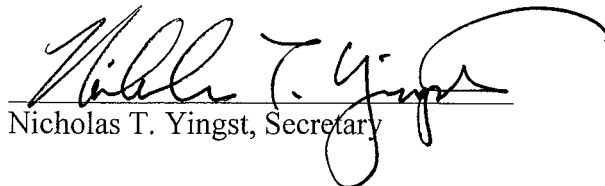
**2015 Liquid Fuels Tax Payment:** Administrator Yingst informed the Board the Township has received notification from PennDOT that the Township's annual Liquid Fuels Tax Fund payment for 2015 is \$100,565.96. Based on previous years' annual payments \$97,000 was budgeted for

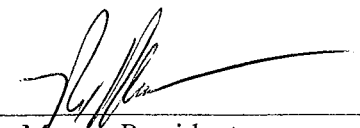


this revenue source in 2015, so the actual 2015 payment amount is more than \$3,500 above the budgeted amount and is also more than \$9,000 above the actual 2014 payment amount.

**PAY BILLS:** **MOTION** by Mr. Lively, second by Mr. Embich to ratify the actions of the Township Administrator regarding payment of debts shown on the Finance Report (Cash Disbursement Journals of the various funds). Motion carried unanimously.

**ADJOURNMENT:** There being no further business to come before the Board, **MOTION** by Mr. Scott, second by Mr. Lively to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 8:12 PM.

  
Nicholas T. Yingst, Secretary

  
Rex A. Moore, President